Reload Process:

* Label the machine: room #, what needs to be done, and name
  + Enter serial # and model of the machine in job log
* Troubleshoot:
  + Internet problem
  + DVD Drive
  + Vexira or MS Essentials reload
  + Etc…
* Put in the reload disc
  + If disc doesn’t boot automatically, press f2 while starting and select CD
* Get the MAC address/Model # and give to Ms. Paradise
  + Remember to remove the reload disc
* Reload the machine
* Restart
* Log in under administrator
* Remove MS Essentials and Vexira
* Change the computer name and add to domain
  + If on the domain remove to the workgroup
  + 455 -room # - last 4 digits of the serial
  + Save and restart
  + Add back to the domain, save, restart
* Add AV, Malware bytes, CCleaner, Icons(Eschool and Web-Access)
* Add printer if necessary
* Check the internet
* Ensure the domain, logout and sign in is aps\stu455

Before sending it back, test everything!

Label as ready

Close the job on the wikispace